

Payroll Reporting System

Version 1.0.30



California Public Employees' Retirement System



Table of Contents

Introduction	1
Improvements to the Payroll Reporting System	2
Items to Return to CalPERS	2
CD-ROM Installation	3
Diskette Installation	8
Using the Payroll Reporting System for the First Time	11
Set Up an Employer	14
Enter an Employer Set Up	15
Save an Employer Set Up	16
Set Up a Unit Code	17
Save a Unit Code	18
Set Up a Coverage Group	19
Save the Coverage Group	21
Enter the Payroll Data Entry	22
Begin a Payroll Data Entry	24
Confirm New Payroll	25
Entering Payroll Data	26
Ready to Create a CalPERS Diskette	37

Introduction

The CalPERS Payroll Reporting System version 1.0.20 and the pre-list reporting method are being replaced with the new version 1.0.30. This software allows you to enter data on your personal computer and to provide that data to CalPERS on diskettes instead of paper. In addition, the system performs checks for some errors at the time the data is entered.

If you previously downloaded the CalPERS Reporting System from the Web site, *www.calpers.ca.gov*, you will need to download the new version, which will overwrite the previous version. If you ordered the previous version of the System through the Web site or by mail, CalPERS will send the new version 1.0.30 to you.

The new version is easier to use and has addressed problems with more than one payroll report, multiple office codes, multiple employer codes, multiple reporting frequencies, multiple service period types and printing and Open Data Base Connectivity (ODBC) errors.

Note: This newest version does not apply to agencies with multiple member contribution rates.

If you have questions regarding this information, please contact Sharon Harris at 916-326-3967. If you need technical support regarding the Payroll Reporting System, please contact our Customer Support Center at 916-326-3017.

Minimum Requirements

- Personal computer with a 486 or higher processor (Pentium recommended) running Microsoft Windows 95 operating system or Windows NT Workstation operating system
- 32 MB of memory (RAM) or greater
- Hard Disk Space - Typical Installation: 50 MB unused disk space
- VGA or higher-resolution monitor
- 800 x 600 pixel VGA display
- Windows compatible mouse
- Netscape Navigator 4.0, Microsoft Internet Explorer 4.0, or compatible World Wide Web browser (Required if you want to download the application from our Web site. Your PC will prompt you to download a Plug-in if necessary.)
- CD-ROM drive (Required if you want to install the software by CD-ROM.)
- 3.5" disk drive (Required if you want to install the software by diskettes.)

Improvements to the Payroll Reporting System

- Use with Windows 95 or NT Workstation or on a Network
- Designate a printer
- Option to modify an employee's record without entering name and Social Security information again
- Split screen for viewing employee information and payroll on one window
- Ability to sort information by Social Security number, last name, coverage group
- Special payroll without entering employee information
- Ability to begin a normal payroll, begin special payroll, or edit an existing payroll
- Pull down calendar to enter starting payroll and ending payroll dates
- Perform backups on LAN, diskette, or hard drive
- Ability to print only the summary page or listing, or both
- Customer Support Center for technical assistance: 916-326-3017

Items to Return to CalPERS

- CalPERS diskette
- Hardcopy Listing
- AESD 626 (Summary Report, Member and Employer Contributions)
- Check

External Label of Diskette

- Name of employer
- Employer Code
- Service Period

CD-ROM Installation

Note: In this document, the word “Click” means left mouse click unless otherwise stated.

Instructions to locate the installation files.

- 1) Locate the CD-ROM drive. You can find the CD-ROM drive through Explorer. To open Explorer, right mouse click the **Start** button and then click the **Explore** button.
- 2) Double click on the CD-ROM drive.
- 3) You should see five file folders and one application file in the root directory. The file names are as follows:
 - Payroll2
 - Payroll3
 - Payroll4
 - Payroll5
 - SQLany
 - Setupex

Instructions for those who are installing the application for the first time OR are upgrading the Payroll Reporting System, Version 1.0.20 to Version 1.0.30.

- 1) Find the application file “Setupex” from the root directory. Refer to “Instructions to locate the installation files” above for directions. Double click the file to begin the installation process.
- 2) A message displays asking if you wish to continue the Payroll Reporting System Installation process.
 - Click “Yes” to continue the installation process.
 - Click “No” to abort or stop the installation process.
- 3) Several message boxes will display that show the progress of the installation.
- 4) A “Setup Program Folder” window displays.
 - Click “Next” to continue the installation process.
 - Click “Cancel” to abort or stop the installation process.
 - If you choose a program folder other than the default, select the folder from the list. Click “Next” to continue the installation process.
- 5) After the installation is completed, you will see a “Setup Complete” window asking if you prefer to restart your computer now or later. Options: Yes, No.
 - Click “Yes” if you would like to shutdown and restart your machine at this time.
 - Click “No” if you prefer to shutdown and restart your machine at a later time. You will receive another “Setup Complete” window.

- Click the checkbox “Launch the program file” if you would like to run the Payroll Reporting System application.
 - Leaving the checkbox “Launch the program file” unclicked will take you back to the root directory.
 - Click “Finish” to complete the installation process.
- 6) If you are installing the Payroll Reporting System for the first time, it is required that you reboot your machine before using the application.

Instructions for installing the application for those who are reporting more than one payroll report, office code, employer code, reporting frequency, or service period type.

- 1) Please be sure that the instructions to install the application for first time users or for those who want to upgrade version 1.0.20 to version 1.0.30 have been successfully completed prior to performing the next step.
- 2) If you plan to install a **second** payroll, follow the steps below.
Note: Installing a second payroll means that a second database will be created so that the application stores information for a second payroll report, office code, employer code, reporting frequency or service period type.
 - a) Double click the “Payroll2” file folder. This file is located in the root directory.
 - b) Find the application file "Setupex." Refer to “Instructions to locate the installation files” above for directions. Double click the file to begin the installation process.
 - c) Please refer to Steps 2-4 in “Instructions for those who are installing the application for the first time OR are upgrading the Payroll Reporting System, Version 1.0.20 to Version 1.0.30.”
 - d) After the installation is completed, you will see a “Setup Complete” window.
 - Click the checkbox “Launch the program file” if you would like to run the Payroll Reporting System application.
 - Leave the checkbox “Launch the program file” unclicked if you would like to go back to the root directory.
 - Click “Finish” to complete the installation process.
- 3) If you plan to install a **third** payroll, follow the steps below.
Note: Installing a third payroll means that a third database will be created so that the application stores information for a third payroll report, office code, employer code, reporting frequency or service period type.
 - a) Double click the “Payroll3” file folder. This file is located in the root directory.
 - b) Find the application file "Setupex." Refer to “Instructions to locate the installation files” above for directions. Double click the file to begin the installation process.
 - c) Please refer to Steps 2-4 in “Instructions for those who are installing the application for the first time OR are upgrading the Payroll Reporting System, Version 1.0.20 to Version 1.0.30.”
 - d) After the installation is completed, you will see a “Setup Complete” window.

- Click the checkbox “Launch the program file” if you would like to run the Payroll Reporting System application.
 - Leave the checkbox “Launch the program file” unclicked if you would like to go back to the root directory.
 - Click “Finish” to complete the installation process.
- 4) If you plan to install a **fourth** payroll, follow the steps below.
- Note: Installing a fourth payroll means that a fourth database will be created so that the application stores information for a fourth payroll report, office code, employer code, reporting frequency or service period type.
- a) Double click the “Payroll4” file folder. This file is located in the root directory.
 - b) Find the application file “Setupex”. Refer to “Instructions to locate the installation files” above for directions. Double click the file to begin the installation process.
 - c) Please refer to Steps 2-4 in “Instructions for those who are installing the application for the first time OR are upgrading the Payroll Reporting System, Version 1.0.20 to Version 1.0.30.”
 - d) After the installation is completed, you will see a “Setup Complete” window.
 - Click the checkbox “Launch the program file” if you would like to run the Payroll Reporting System application.
 - Leave the checkbox “Launch the program file” unclicked if you would like to go back to the root directory.
 - Click “Finish” to complete the installation process.
- 5) If you plan to install a **fifth** payroll, follow the steps below.
- Note: Installing a fifth payroll means that a fifth database will be created so that the application stores information for a fifth payroll report, office code, employer code, reporting frequency or service period type.
- a) Double click the “Payroll5” file folder. This file is located in the root directory.
 - b) Find the application file “Setupex”. Refer to “Instructions to locate the installation files” above for directions. Double click the file to begin the installation process.
 - c) Please refer to Steps 2-4 in “Instructions for those who are installing the application for the first time OR are upgrading the Payroll Reporting System, Version 1.0.20 to Version 1.0.30.”
 - d) After the installation is completed, you will see a “Setup Complete” window.
 - Click the checkbox “Launch the program file” if you would like to run the Payroll Reporting System application.
 - Leave the checkbox “Launch the program file” unclicked if you would like to go back to the root directory.
 - Click “Finish” to complete the installation process.

Instructions for launching or running your Payroll Reporting System application.

- 1) Click the “Start” button. Go to Programs.
- 2) Find and click the Payroll Reporting System.
- 3) A cascading list of Payroll Reporting System applications display for each

software installation.

Example: Payroll
Payroll II
Payroll III
Payroll IV
Payroll V

- 4) Double click the desired Payroll Reporting System application.
- 5) The system will start up.

**Instructions to correct the Open Data Base Connectivity (ODBC) error message
“DBMS ODBC is not supported in your current environment”.**

- 1) Double click the “SQLany” file folder. The file is located in the root directory.
- 2) A “Sybase SQL Anywhere for Windows 95 and Windows NT” window displays.
 - Click the desired radio button (Install, Reinstall, or Uninstall the software).
 - Click “Ok” to continue the installation process.
 - Click “Help” for information.
 - Click “Cancel” to stop the installation. A “SETUP” screen displays asking if you want to stop the installation.
 - Click “Yes” to abort or stop the installation.
 - Click “No” to continue the installation.
- 3) Follow these **instructions for Installing or Reinstalling Sybase SQL Anywhere**.
 - a) A window displays asking you to specify the Sybase Anywhere installation directory. Select a directory.
 - Click “Previous” to go to the previous screen.
 - Click “Ok” to continue the installation.
 - Click “Help” for information.
 - Click “Cancel” to stop the installation. A “SETUP” screen displays asking if you want to stop the installation.
 - Click “Yes” to abort or stop the installation.
 - Click “No” to continue the installation.
 - b) A “Setup” window may display stating that you will be installing the software on a previous version of the software and asking if you wish to install all missing files.
 - Click “Yes” to install the missing files.
 - Click “No” to bypass the installation of the missing files.
 - c) A window asks you to specify the options associated with SQL Anywhere, Sybase Tools, and Sybase Open Server Options. Specify the options or use the default settings.
 - Click “Previous” to go to the previous screen.
 - Click “Ok” to continue the installation.
 - Click “Cancel” to stop the installation. A “SETUP” screen displays asking if you want to stop the installation.
 - Click “Yes” to abort or stop the installation.

- Click “No” to continue the installation.
- d) A window displays indicating that the “setup” will copy any selected files.
 - Click “Previous” to go to the previous screen.
 - Click “Ok” to continue the installation.
 - Click “Cancel” to stop the installation. A “SETUP” screen displays asking if you want to stop the installation.
 - Click “Yes” to abort or stop the installation.
 - Click “No” to continue the installation.
- e) A window displays the status of the installation process.
 - Click “Cancel” if you want to stop the installation.
- f) Once the installation is completed, a window displays that the Sybase SQL Anywhere has been installed.
 - Click “Ok”.
- g) A window displays that the setup has completed the software installation.
 - Click “Ok”.
- 4) Follow these **instructions for Uninstalling the Sybase SQL Anywhere software.**
 - a) A window displays indicating that the setup process will remove the software components from your machine.
 - Click “Previous” to go to the previous screen.
 - Click “Ok” to continue the installation.
 - Click “Cancel” to stop the installation. A “SETUP” screen displays asking if you want to stop the installation.
 - Click “Yes” to abort or stop the installation.
 - Click “No” to continue the installation.
 - b) A window displays indicating that the setup needs to modify components in the registry.
 - Select the radio button.
 - If you choose the first button, the system will automatically make the modifications to your PC.
 - If you select the second button, the system will not make the modifications on your machine. You will need to make the system changes later.
 - Choose “Ok” or “Cancel”.
 - Click “Ok” to continue the installation.
 - Click “Cancel” to stop the installation. A “SETUP” screen displays asking if you want to stop the installation.
 - Click “Yes” to abort or stop the installation.
 - Click “No” to continue the installation.
 - c) A window displays the status of the software being uninstalled.
 - Click “Cancel” if you want to stop the uninstall process.
 - d) Once the files are removed from the system, a window displays a successfully completed.
 - Click “Ok”.

Diskette Installation

- 1) Right mouse click the “Start” button. Menu options will display.
- 2) Click the “Explore” option. The Exploring – Start Menu displays.
- 3) Insert disk labeled “Disk 1 of 9” into the “A” Drive.
 - If you forget to place the diskette prior to executing Step 4, you’ll receive a message:
“A:\ is not accessible. The device is not ready.”
If this is the case, insert the disk “Disk 1 of 9” in drive “A” and click the
“Retry” button.
Click the “Cancel” button if you want to terminate the process.
- 4) Double click “3 1/2 Floppy (A:).”
- 5) You will receive on the right hand side of the screen the contents of “3 1/2 Floppy (A).”
- 6) Double click the file “Setup.exe.” This is the file used to install the Payroll Reporting System.
- 7) The system displays a message stating that the Payroll Reporting System is being installed. You’ll continue to receive a progress bar that tells the status of the installation.
- 8) Continue following the instructions, “Setup Needs the Next Disk,” by inserting the proper diskette. Click “Ok.”
- 9) After the installation is completed, you will see a “Setup Complete” window asking if you prefer to restart your computer now or later. Options: Yes, No.
 - If “Yes,” the system restarts your PC. In order to use the new Payroll Reporting System, it’s required that you restart your PC.
 - If “No,” the “Setup Complete” window closes.
 - Remove any diskettes from the disk drive.
 - Click the “Finish” button to complete setup.
- 10) The system should restart your PC automatically.
- 11) If the system does not restart your PC, follow these instructions:
 - Click the “Start” button.
 - Click “Shut down.”
 - Select “Restart the computer.”
 - Click “Ok.”
- 12) While restarting your PC, if you should receive an error: “A:\ is not accessible. The device is not ready.” Click “Abort.”
- 13) Your system is now ready to launch the Payroll Reporting System.

What to do if you receive the following messages during installation:

- 1) Message: “A read only file, c:\persapps\resource\payroll.log, was found while attempting to copy files to the destination location. To overwrite the file, click the

'Yes' button, otherwise click the 'No' button." There are three options: Yes, No, Cancel.

- If "Yes," the system will overwrite the existing "payroll.log" file with a new, empty "payroll.log" file. The data from your existing "payroll.log" file will be lost.
 - If "No," the system will not overwrite the "payroll.log" file. The existing log file data will be used.
 - If "Cancel," the system displays an "Exit Setup" window. There are two options: Resume and Exit Setup.
 - If Resume, the system will continue the installation process.
 - If Exit Setup, the system terminates the installation process.
 - Optionally, you may click the checkbox to not display the message again.
- 2) Message: "A read only file, c:\persapp\resource\payroll.db, was found while attempting to copy files to the destination location. To overwrite the file, click the 'Yes' button, otherwise click the 'No' button." There are three options: Yes, No, Cancel.
- If "Yes," the system will overwrite the existing "payroll.db" file with a new, empty "payroll.db" file. The data from your existing "payroll.db" file will be lost.
 - If "No," the system will not overwrite the "payroll.db" file. The existing database file will be used.
 - If "Cancel," the system displays an "Exit Setup" window. There are two options: Resume and Exit Setup.
 - If Resume, the system will continue the installation process.
 - If Exit Setup, the system terminates the installation process.
 - Optionally, you may click the checkbox to not display the message again.

To launch or run your Payroll Reporting System application

- 1) Click the "Start" button. Go to Programs.
- 2) Find and select the Payroll Reporting System. The icon for this application is a globe.
- 3) Double click the Payroll Reporting System.
- 4) The system should start up.

To create a shortcut for the Payroll Reporting System. An icon will be placed on your desktop.

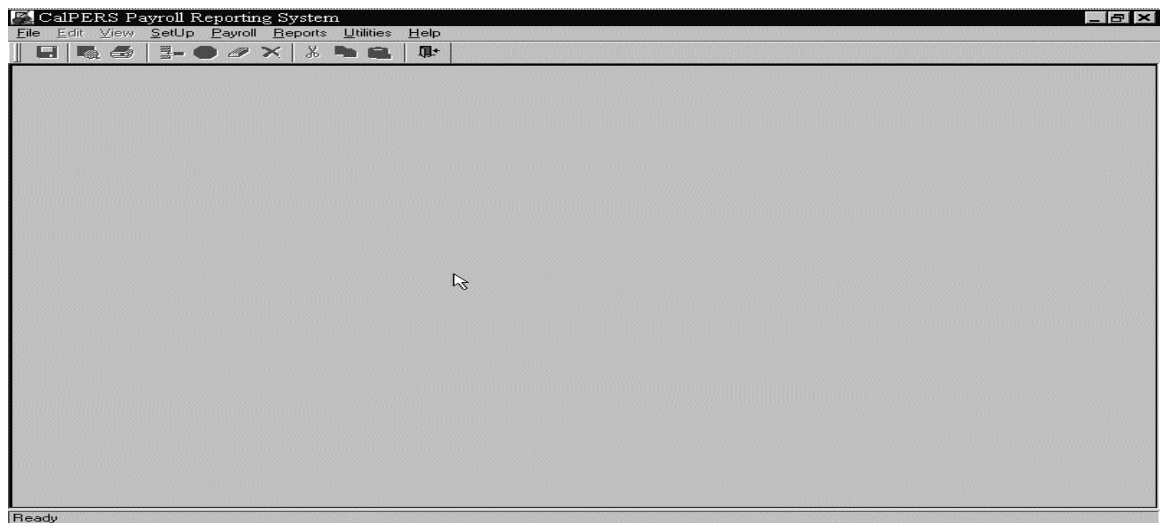
- 1) Place your cursor in the Desktop area.
- 2) Right click the mouse button.
- 3) Click "New."
- 4) Click "ShortCut."
- 5) Click "Browse."
- 6) Find the folder: "C:/Persapps."
- 7) Double Click on "Persapps" folder.
- 8) Double Click on "Resource" folder.
- 9) Click on the "046payrl.exe" file.
- 10) Click "Open."

- 11) The screen "Create Shortcut" displays. Click "Next."
- 12) A screen displays asking a title name for your shortcut. Enter the text "CalPERS Payroll Reporting System."
- 13) Click "Finish."

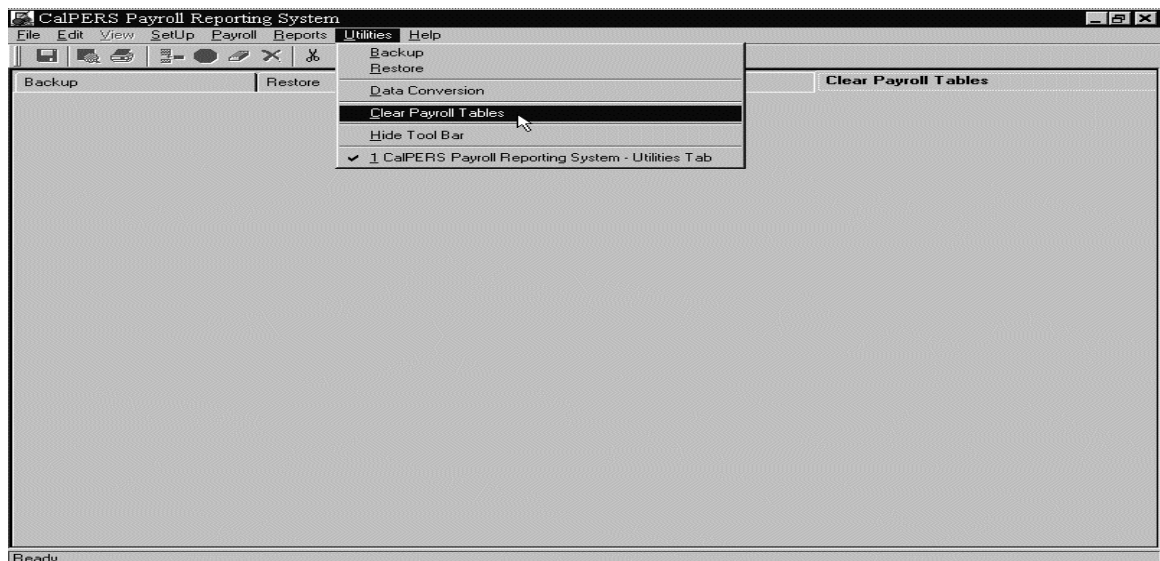
Using the Payroll Reporting System for the First Time

As you progress through the Payroll Reporting System, you will see the following series of screens.

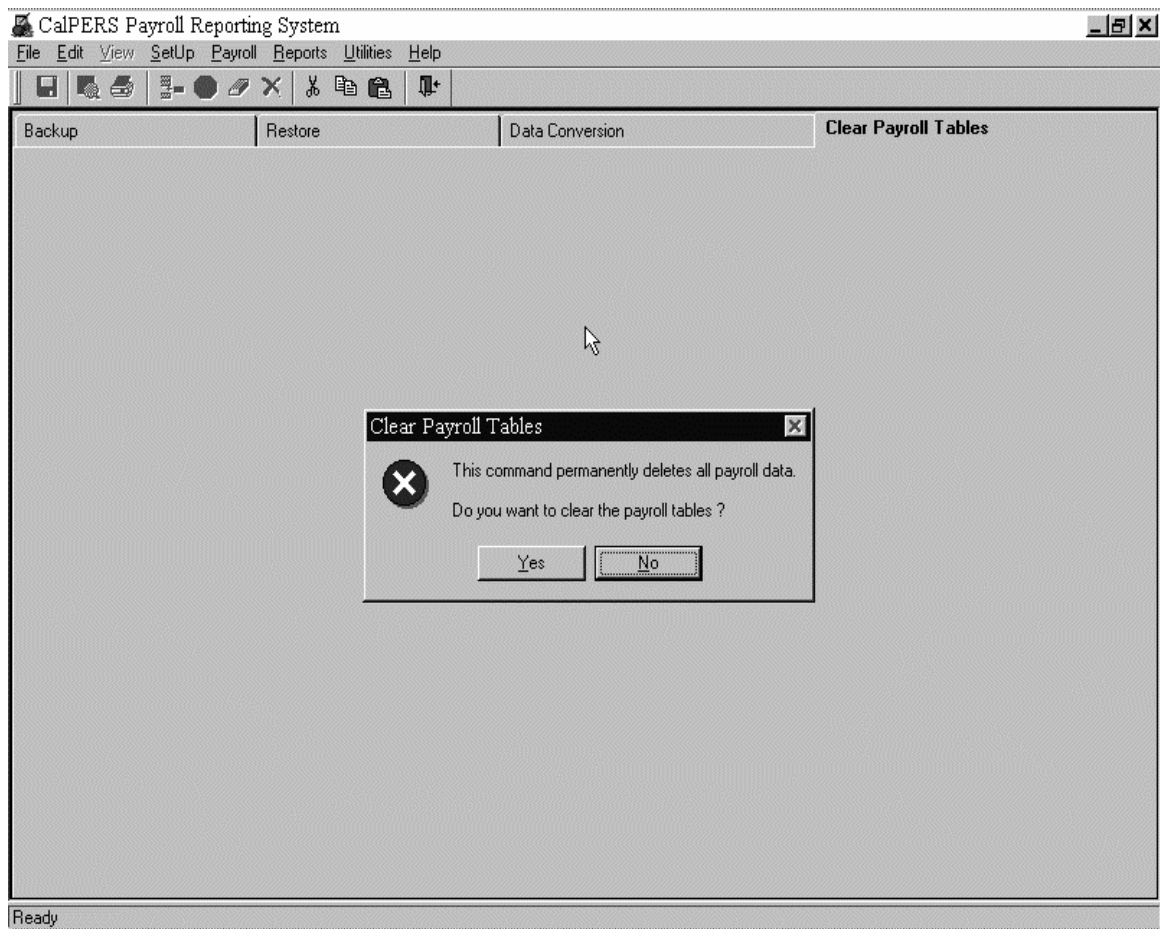
- This is the first screen that will appear when you launch the program.



Click on the **Utilities** menu, click on **Clear Payroll Tables**. This will clear any data existing on the Payroll Reporting System. *This must be done before you proceed for the first time.*

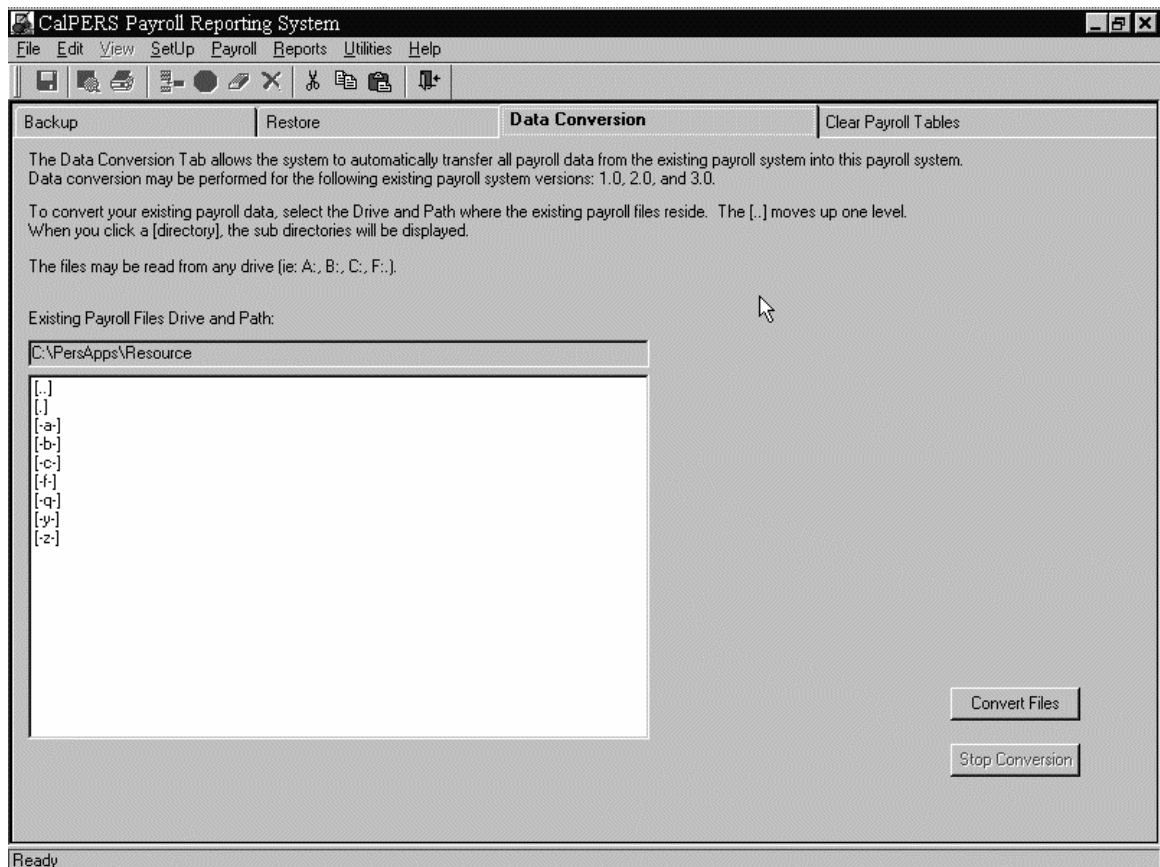


The system will prompt you a message to check if you are sure you know that all data will permanently be deleted.



Those who have the 1.5, 2.0 and 3.0 DOS version, will be able to make a data conversion. **Note: Errors on your version will carry over to the new version.** The detail will require correction. CalPERS will work with you on correcting the errors. For example, you cannot report 01, 03, 02, 06 member contributions codes without money. We recommend entering all detail from the beginning if you do not have a current backup.

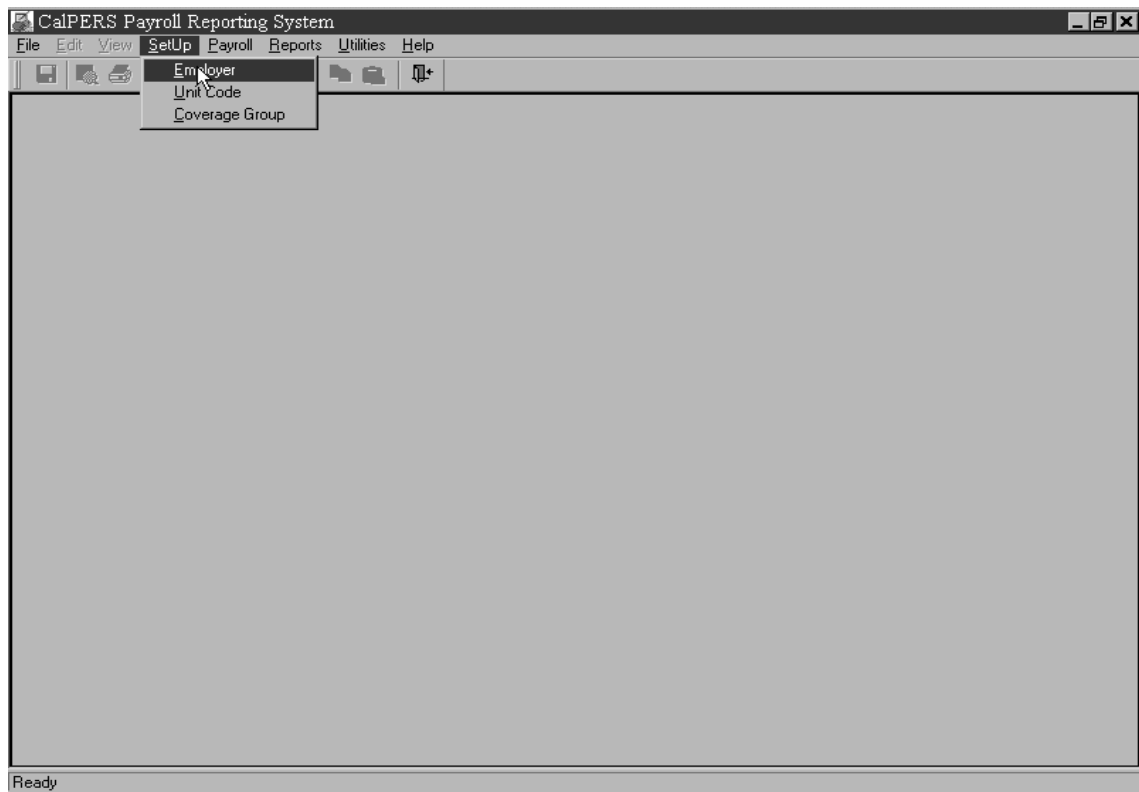
To convert your existing payroll data, select the Drive and Path where the existing payroll files reside. The files may be read from any drive (i.e. A:, B:, C:, F:):



Set Up an Employer

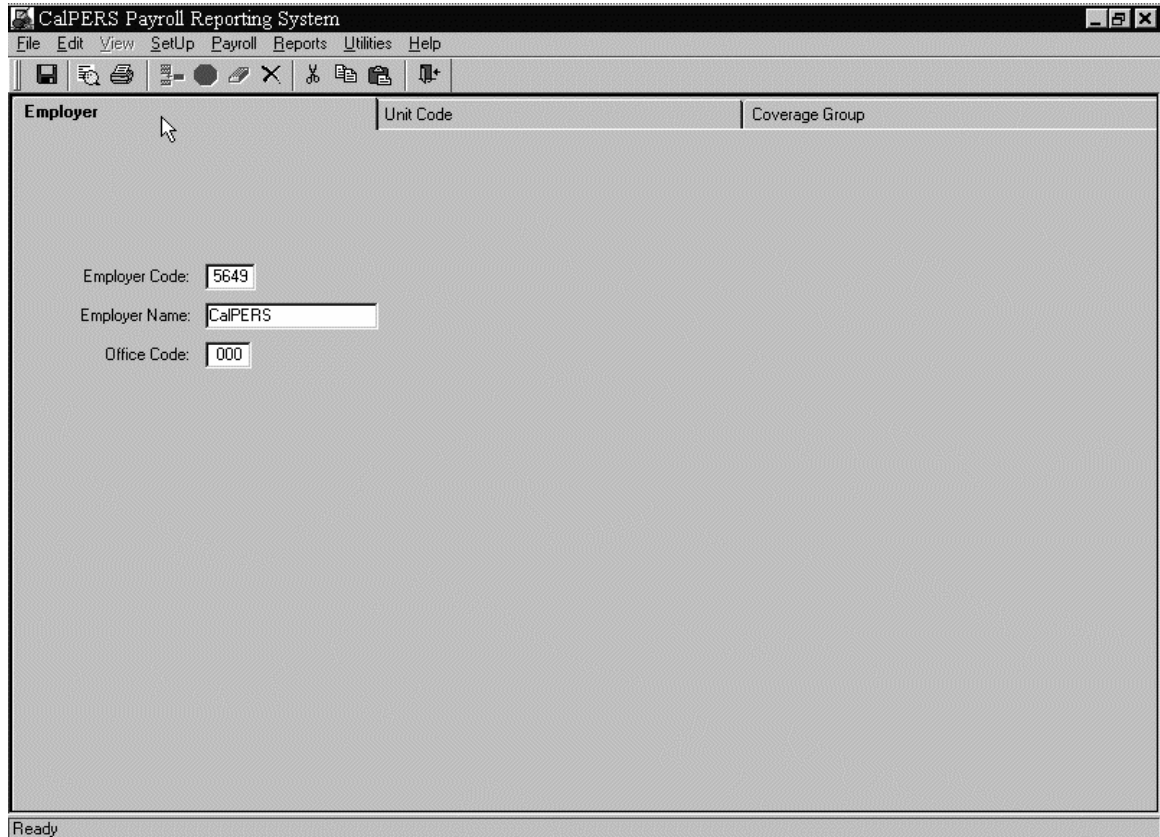
To input the initial information for your agency, setup your employer, unit code, and coverage group.

- Click on the **Set Up** menu option.
- Click on **Employer**.



Enter an Employer Set Up

This is the Employer Set Up page. To enter your employer code, employer name, and office code (if needed).



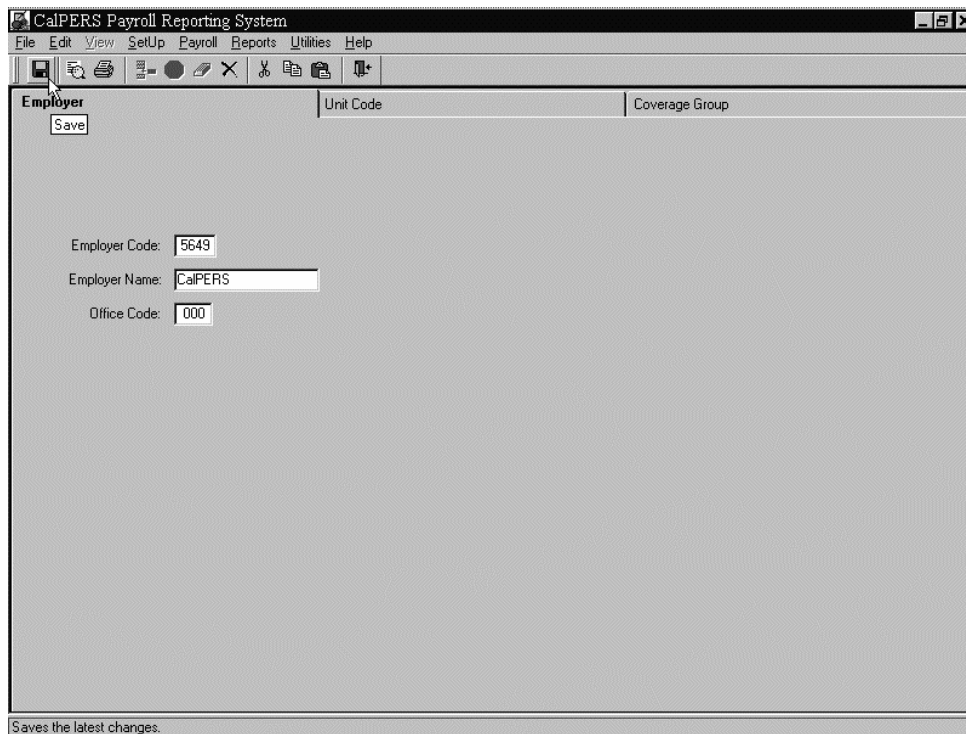
The screenshot shows a window titled "CalPERS Payroll Reporting System" with a menu bar (File, Edit, View, SetUp, Payroll, Reports, Utilities, Help) and a toolbar. The main area has three tabs: "Employer" (selected), "Unit Code", and "Coverage Group". Under the "Employer" tab, there are three input fields: "Employer Code" with the value "5649", "Employer Name" with the value "CalPERS", and "Office Code" with the value "000". The status bar at the bottom left says "Ready".

Employer	Unit Code	Coverage Group
Employer Code: 5649		
Employer Name: CalPERS		
Office Code: 000		

Save an Employer Set Up

After you have entered your employer information employer code, employer name, and office code (if needed, 000 is the default will remain unless you change the office code). This is the screen to save the information you have input for employer set up.

- Click **Save** button.



The screenshot shows the 'CalPERS Payroll Reporting System' window. The title bar includes 'File', 'Edit', 'View', 'SetUp', 'Payroll', 'Reports', 'Utilities', and 'Help'. Below the title bar is a menu bar with icons for File, Edit, View, Setup, Payroll, Reports, Utilities, and Help. The main window is titled 'Employer' and contains a 'Save' button. Below the button are three input fields: 'Employer Code: 5649', 'Employer Name: CalPERS', and 'Office Code: 000'. The 'Unit Code' and 'Coverage Group' fields are empty. At the bottom of the window, a status bar reads 'Saves the latest changes.'

Set Up a Unit Code

The Unit Code identifies a group or unit of employees within an employer. This code is optional for all employers except county schools. (County schools must use the unit codes found in the Coverage Key.)

- Click on **Unit Code** tab. This screen will appear.
- Click on **Add Row**.

The screenshot shows the 'CalPERS Payroll Reporting System' window with the 'Unit Code' tab selected. The window has a menu bar (File, Edit, View, SetUp, Payroll, Reports, Utilities, Help) and a toolbar with icons for file operations and editing. The main area is divided into three sections: 'Employer' (with a text input field), 'Unit Code' (with a table), and 'Coverage Group' (with a text input field). The 'Unit Code' table has two columns: 'Unit Code' and 'Description'. An 'Add Row' button is located above the table. A message box states: 'Unit Code value "000" is a system value and has already been added. It is hidden on this tab page to prevent it from being deleted or modified. Value 000 will appear in drop down lists for unit code.' A status bar at the bottom indicates 'Inserts a new record.'

Unit Code	Description
-----------	-------------

Save a Unit Code

After you have entered the unit code, this is the screen to save the information.

- Click the **Save** button

The screenshot shows a window titled "CalPERS Payroll Reporting System" with a menu bar (File, Edit, View, SetUp, Payroll, Reports, Utilities, Help) and a toolbar. The "Unit Code" tab is active, showing a form with three main sections: "Employer" (containing a "Save" button), "Unit Code" (containing a text field with "003"), and "Coverage Group" (containing a text field with "Remember to Save"). A status bar at the bottom reads "Saves the latest changes." A message on the right states: "Unit Code value '000' is a system value and has already been added. It is hidden on this tab page to prevent it from being deleted or modified. Value 000 will appear in drop down lists for unit code."

Employer	Unit Code	Coverage Group
Save	Unit Code: 003	Unit Code Desc: Remember to Save

Unit Code value '000' is a system value and has already been added.
It is hidden on this tab page to prevent it from being deleted or modified. Value 000 will appear in drop down lists for unit code.

Saves the latest changes.

Set Up a Coverage Group

Coverage Group is a five-digit numerical code which is assigned by CalPERS to identify a specific group of employees within an agency. The Coverage Group tab on screen contains employer rate, member contribution rate (the percentage used to calculate the contribution amount along with member earnings and a modification factor (monthly exclusion amount, if applicable)), and the monthly exclusion amount for each coverage group.

- Click on **Coverage Group** tab. This screen will appear.
- Click on **Add Row**.
- Enter the **Employer and Member Contribution Rates** in decimal format.
- Click on the down arrow to display the **Monthly Exclusion Amount** for Social Security if applicable.

The screenshot shows the 'CalPERS Payroll Reporting System' window. The 'Coverage Group' tab is selected. The window has a menu bar (File, Edit, View, Setup, Payroll, Reports, Utilities, Help) and a toolbar. Below the toolbar, there are three tabs: 'Employer', 'Unit Code', and 'Coverage Group'. The 'Coverage Group' tab is active. The main area contains the following fields and instructions:

Enter the Employer and Member Contribution Rates in decimal format.

Coverage Group:

Employer Rate: An Employer Rate of 6.321 % should be entered as 0.06321

Member Contrib Rate: A Member Contribution Rate of 7 % should be entered as 0.07

Monthly Exclusion Amt:

At the bottom left, a status bar says 'Inserts a new record.'

Changes have been made to the Calculate Contributions button. You **will not** be able to calculate contributions with an exclusion amount of 513.00, 213.00, 317.00, 313.00, 238.00 or 863.00 if the service period type is semi-monthly, biweekly or quad. If it is a monthly payroll, you may use the Calculate Contribution button.

NOTE: You may use the Calculate Contributions button on exclusion amount 133.00 on all service period types.

The screenshot displays the 'CaPERS Payroll Reporting System' window. The 'Salary Adjustment' tab is active, showing fields for Social Security # (58959-3632), Last Name (BUGGS SR), First Initial (B), Middle Initial (G), Member Contrib Code (00: Member Contribution Amount is zero), Tax Deferred Contrib Code (11: Employer Paid Member - Normal Current Contribution), Service Period Month/Year/Type (02 / 2000 / 1: Semi-monthly: First half of the month), Coverage Group, Pay Code, Member Earnings, Tax Deferred Contrib Amt, Work Schedule (000), and Unit Code (000: No Unit Code). A 'Calculate Contributions' button is at the bottom. A 'Calculation Warning' dialog box is open, displaying an information icon and the text: 'Unable to calculate a non-zero service period type with a monthly exclusion rate of \$513.00. Please perform this operation manually.' with an 'OK' button.

CaPERS Payroll Reporting System

File Edit View Setup Payroll Reports Utilities Help

Salary Adjustment Payroll

Social Security #: 58959-3632 Last Name: BUGGS SR First Initial: B Middle Initial: G

Member Contrib Code: 00 : Member Contribution Amount is zero

Tax Deferred Contrib Code: 11 : Employer Paid Member - Normal Current Contribution

Service Period Month/Year/Type: 02 / 2000 / 1 : Semi-monthly : First half of the month

Coverage Group: Pay Code: Member Earnings: Tax Deferred Contrib Amt: Work Schedule: 000 Unit Code: 000 : No Unit Code

Calculation Warning

Unable to calculate a non-zero service period type with a monthly exclusion rate of \$513.00. Please perform this operation manually.

OK

Calculate Contributions

Ready

Save the Coverage Group

After you have entered your coverage group, this is the screen to save the information.

- Click the **Save** button

The screenshot shows the 'CalPERS Payroll Reporting System' window. The title bar includes 'File', 'Edit', 'View', 'Setup', 'Payroll', 'Reports', 'Utilities', and 'Help'. The menu bar contains icons for File, Edit, View, Setup, Payroll, Reports, Utilities, and Help. The main window has a header with 'Employer', 'Unit Code', and 'Coverage Group'. Below the header, there is a 'Save' button. The main area contains the following text and input fields:

Enter the Employer and Member Contribution Rates in decimal format.

Coverage Group:

Employer Rate: An Employer Rate of 6.321 % should be entered as 0.06321

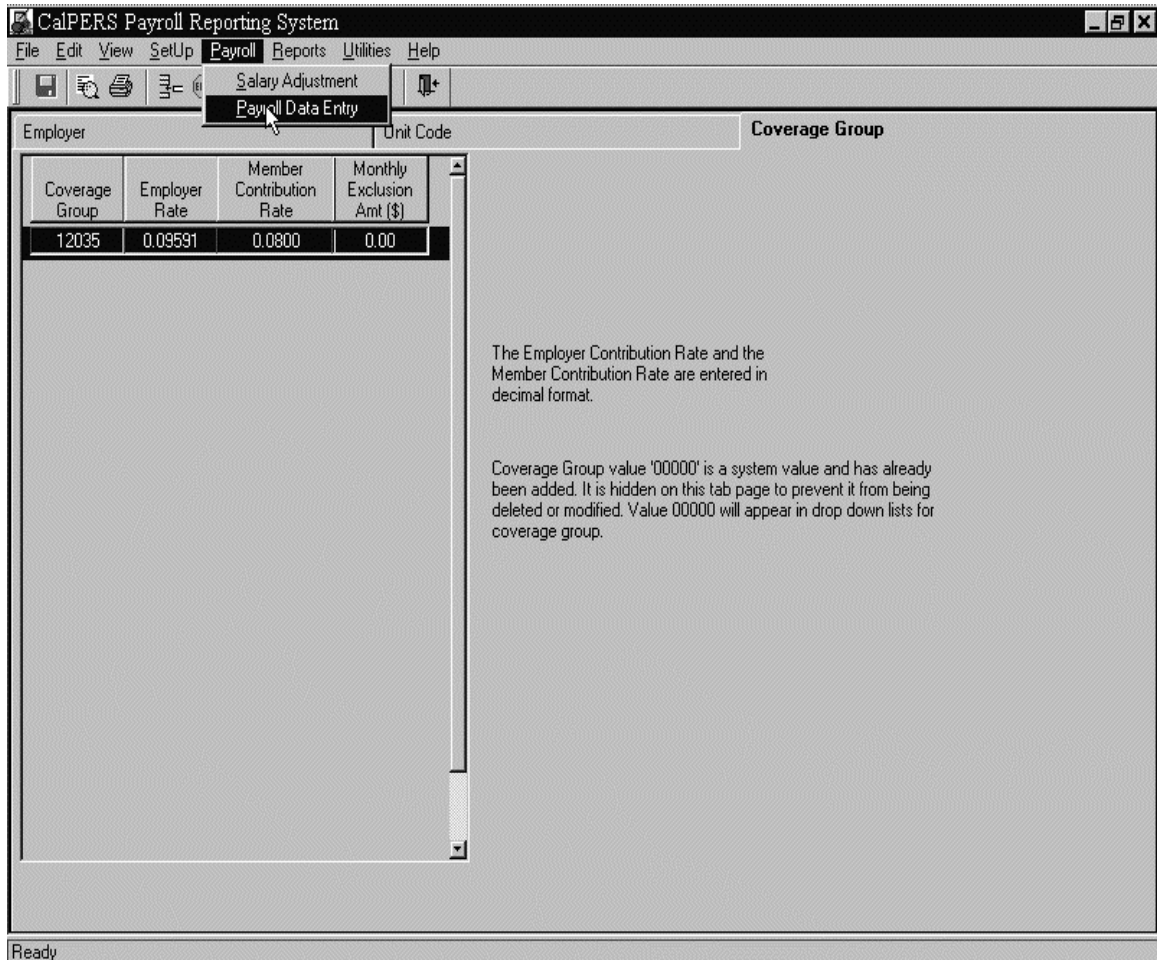
Member Contrib Rate: A Member Contribution Rate of 7 % should be entered as 0.07

Monthly Exclusion Amt:

Saves the latest changes.

Enter the Payroll Data Entry

Go to the **Payroll** menu pull down and click on **Payroll Data Entry**.



The next screen will appear.

CalPERS Payroll Reporting System

File Edit View SetUp Payroll Reports Utilities Help

Salary Adjustment Payroll

Existing Payroll Type: Normal Payroll

Payroll Option

- ☒ Begin Normal Payroll
- ☐ Begin Special Payroll
- ☐ Edit Existing Payroll

Starting Payroll Date: 08/01/1998 Ending Payroll Date: 08/31/1998

Service Period Type: 0 : Monthly : Once a month.

Cancel Begin Payroll Data Entry

Ready

This is the screen to begin to enter your payroll options. You can Begin Normal Payroll, Begin Special Payroll, or Edit Existing Payroll. Click on the payroll option you want. The highlighted Starting Payroll Date and Ending Payroll Date fields will provide calendars for selection dates.

Begin a Payroll Data Entry

- Click on **Begin Payroll Data Entry**.

The screenshot shows the 'CalPERS Payroll Reporting System' window. The 'Payroll' tab is active. The 'Existing Payroll Type' is set to 'Normal Payroll'. The 'Payroll Option' section has three radio buttons: 'Begin Normal Payroll' (selected), 'Begin Special Payroll', and 'Edit Existing Payroll'. The 'Starting Payroll Date' is '08/01/1998' and the 'Ending Payroll Date' is '08/31/1998'. The 'Service Period Type' is '0 : Monthly : Once a month'. At the bottom right, there are two buttons: 'Cancel' and 'Begin Payroll Data Entry'. A mouse cursor is pointing at the 'Begin Payroll Data Entry' button. The status bar at the bottom left says 'Ready'.

CalPERS Payroll Reporting System

File Edit View SetUp Payroll Reports Utilities Help

Salary Adjustment Payroll

Existing Payroll Type: Normal Payroll

Payroll Option

☒ Begin Normal Payroll

☐ Begin Special Payroll

☐ Edit Existing Payroll

Starting Payroll Date: 08/01/1998 Ending Payroll Date: 08/31/1998

Service Period Type: 0 : Monthly : Once a month.

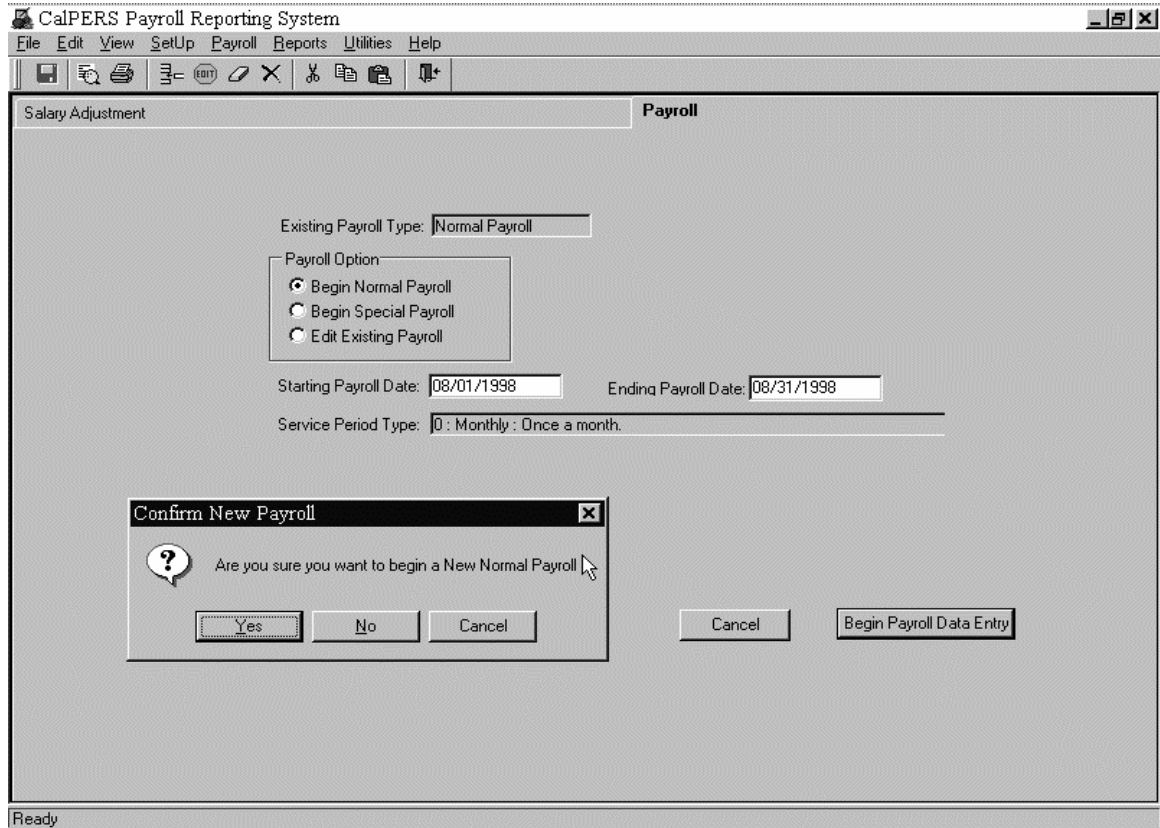
Cancel Begin Payroll Data Entry

Ready

Confirm New Payroll

To Confirm New Payroll:

- Click **Yes, No, or Cancel.**



Entering Payroll Data

This is the page to Add or Delete an employee.

- Click on the top **Add** button to add an employee.

The screenshot shows the CalPERS Payroll Reporting System window. The title bar reads "CalPERS Payroll Reporting System". The menu bar includes "File", "Edit", "View", "SetUp", "Payroll", "Reports", "Utilities", and "Help". The toolbar contains icons for file operations and editing. The main window is divided into two sections: "Salary Adjustment" and "Payroll".

Salary Adjustment Section:

- Buttons: "Add", "Delete"
- Table Header: "Employees"
- Table Columns: Social Security Number, Last Name, First Initial, Middle Initial, Unit Code, Coverage Group, Member Contribution Rate
- Message: "No employees have been defined.."

Normal Payroll Section:

- Buttons: "Add", "Delete", "Modify"
- Table Header: "Normal Payroll for"
- Table Columns: Member Contribution Code, Tax-Deferred Contribution Code, Service Period (Mth, Year, Type), Pay Code, Pay Rate, Member Earnings, Member Contribution Amount, Tax-Deferred Contribution Amount, Survivor Contribution Amount, Work Schedule
- Message: "No Payroll data exists for this service period."

The status bar at the bottom left shows "Ready".

- This is the screen you will enter the employee's data.
- Click on **Save**.

CalPERS Payroll Reporting System

File Edit View SetUp Payroll Reports Utilities Help

Salary Adjustment Payroll

Social Security #: - - Last Name: First Initial: Middle Initial:

Member Contrib Code: 00 : Member Contribution Amount is zero

Tax Deferred Contrib Code: 11 : Employer Paid Member - Normal Current Contribution

Service Period Month/Year/Type: 08 / 1998 / 0 : Monthly : Once a month.

Coverage Group: 00000

Pay Code: 01 : Monthly Pay Rate Pay Rate: .000

Member Earnings: .00 Member Contrib Amt: .00

Tax Deferred Contrib Amt: .00 Survivor Contrib Amt: \$.00

Work Schedule: 000 Unit Code: 000 : No Unit Code

Calculate Contributions

Ready

Changes have been made to the warning error you received when checking hourly payrates greater than 4.999 and less than 75. A Validation Error box will appear warning you to verify that you are aware that the payrate is less than 75. and greater than 4.999. Click ok and continue saving payroll.

The screenshot displays the 'CalPERS Payroll Reporting System' window. The 'Salary Adjustment' tab is active, showing a form for entering member information. The form includes fields for Social Security # (589435261), Last Name (BUGGS), First Initial (T), Middle Initial (C), Member Contrib Code (00), Tax Deferred Contrib Code (11), Service Period Month/Year/Type (02 / 2000 / 1), Coverage Group (10001), Pay Code (04 - Hourly F), Member Earnings (25.00), Tax Deferred Contrib Amt (1.17), Work Schedule (400), and Unit Code (000 - No Unit Code). A 'Validation Error' dialog box is overlaid on the form, displaying the message: 'When Pay Code is 04 THEN Pay Rate must be greater than 4.999 and less than 75.' The dialog box has an 'OK' button. At the bottom of the form, there is a 'Calculate Contributions' button. The status bar at the bottom of the window reads 'Saves the latest changes.'

CalPERS Payroll Reporting System

File Edit View Setup Payroll Reports Utilities Help

Salary Adjustment Payroll

Social Security #: 589435261 Last Name: BUGGS First Initial: T Middle Initial: C

Member Contrib Code: 00 : Member Contribution Amount is zero

Tax Deferred Contrib Code: 11 : Employer Paid Member - Normal Current Contribution

Service Period Month/Year/Type: 02 / 2000 / 1 : Semi-monthly : First half of the month

Coverage Group: 10001

Pay Code: 04 - Hourly F

Member Earnings: 25.00

Tax Deferred Contrib Amt: 1.17

Work Schedule: 400

Unit Code: 000 : No Unit Code

Validation Error

When Pay Code is 04 THEN
Pay Rate must be greater than 4.999 and less than 75.

OK

Calculate Contributions

Saves the latest changes.

After you have entered the data, and clicked Save, this screen will display. If you want to modify the existing payroll for J Doe, click **Modify**.

CalPERS Payroll Reporting System

File Edit View SetUp Payroll Reports Utilities Help

Salary Adjustment Payroll

Employees

Social Security Number	Last Name	First Initial	Middle Initial	Unit Code	Coverage Group	Member Contribution Rate
000-01-0000	DOE	J	A	000	12035	0.0800

Add
Delete

Normal Payroll for DOE, J

Member Contribution Code	Tax-Deferred Contribution Code	Service Period			Pay Code	Pay Rate	Member Earnings	Member Contribution Amount	Tax-Deferred Contribution Amount	Survivor Contribution Amount	Work Schedule
		Mth	Year	Type							
00	11	08	1998	0	01	235.00	\$25.00	\$0.00	\$2.00	\$0.00	173

Payroll Setup

Add
Delete
Modify

Saves the latest changes.

- This is the modify page. You can change the existing entries as shown below.
- Click on **Save**.

CalPERS Payroll Reporting System

File Edit View SetUp Payroll Reports Utilities Help

Salary Adjustment Payroll

Social Security #: 000-01-0000 Last Name: DOE First Initial: J Middle Initial: A

Member Contrib Code: 00 : Member Contribution Amount is zero

Tax Deferred Contrib Code: 11 : Employer Paid Member - Normal Current Contribution

Service Period Month/Year/Type: 08 / 1998 / 0 : Monthly : Once a month.

Coverage Group: 12035

Pay Code: 04 : Hourly Pay Rate Pay Rate: 25.000

Member Earnings: 25.00 Member Contrib Amt: .00

Tax Deferred Contrib Amt: 2.00 Survivor Contrib Amt: \$.00

Work Schedule: 400 Unit Code: 000 : No Unit Code

Calculate Contributions

Saves the latest changes.

On this page you will be able to add information to the existing employee entering name and social security number again.

- Click on the **Add** button on the bottom.
- Click on the **Delete** button on the bottom if you need to delete the payroll information.

CalPERS Payroll Reporting System

File Edit View SetUp Payroll Reports Utilities Help

Salary Adjustment Payroll

Employees

Social Security Number	Last Name	First Initial	Middle Initial	Unit Code	Coverage Group	Member Contribution Rate
000-01-0000	DOE	J	A	000	12035	0.0800

Add Delete

Normal Payroll for DOE, J

Member Contribution Code	Tax-Deferred Contribution Code	Service Period			Pay Code	Pay Rate	Member Earnings	Member Contribution Amount	Tax-Deferred Contribution Amount	Survivor Contribution Amount	Work Schedule
		Mth	Year	Type							
00	11	08	1998	0	04	25.000	\$25.00	\$.00	\$2.00	\$.00	400

Payroll Setup Add Delete Modify

Saves the latest changes.

Here you will notice the coverage group is shaded. You may not change the coverage group unless you add a complete new record. See Entering Payroll Data, on Page 22)

CalPERS Payroll Reporting System

File Edit View SetUp Payroll Reports Utilities Help

Salary Adjustment Payroll

Social Security #: 000-01-0000 Last Name: DOE First Initial: J Middle Initial: A

Member Contrib Code: 00 : Member Contribution Amount is zero

Tax Deferred Contrib Code: 11 : Employer Paid Member - Normal Current Contribution

Service Period Month/Year/Type: 08 / 1998 / 0 : Monthly : Once a month.

Coverage Group: 12035

Pay Code: 01 : Monthly Pay Rate

Pay Rate: .000

Member Earnings: .00

Member Contrib Amt: .00

Tax Deferred Contrib Amt: .00

Survivor Contrib Amt: \$.00

Work Schedule: 000

Unit Code: 000 : No Unit Code

Calculate Contributions

Saves the latest changes.

You can change the (Member Contribution Code, Tax Deferred Contribution Code) and money amounts. (Example: If you change the Tax Deferred Contribution Code to 13 this enables the Service Period field to lighten).

If you have made any entries, click **Save**.

The screenshot shows the 'CalPERS Payroll Reporting System' window with a 'Payroll' tab selected. The form contains the following fields and values:

Salary Adjustment		Payroll	
Social Security #:	000-01-0000	Last Name:	DOE
		First Initial:	J
		Middle Initial:	A
Member Contrib Code:	00 : Member Contribution Amount is zero		
Tax Deferred Contrib Code:	13 : Employer Paid Member - Prior Period Earnings Adjustment		
Service Period Month/Year/Type:	08 / 1998 / 0 : Monthly : Once a month.		
Coverage Group:	12035		
Pay Code:	01 : Monthly Pay Rate		
Pay Rate:	.000		
Member Earnings:	.00		
Member Contrib Amt:	.00		
Tax Deferred Contrib Amt:	.00		
Survivor Contrib Amt:	\$.00		
Work Schedule:	000		
Unit Code:	000 : No Unit Code		

Calculate Contributions

Saves the latest changes.

After all entries are complete you will next click on **Reports** menu. This will give you options to view Payroll Listing, Payroll Summary, and to create a CalPERS Diskette to be submitted.

CalPERS Payroll Reporting System

File Edit View SetUp Payroll **Reports** Utilities Help

Payroll Listing
Payroll Summary
CalPERS Diskette

Salary Adjustment Payroll

Employees

Social Security Number	Last Name	First Initial	Middle Initial	Unit Code	Coverage Group	Member Contribution Rate
000-01-0000	DOE	J	A	000	12035	0.0800

Add
Delete

Normal Payroll for DOE, J

Member Contribution Code	Tax-Deferred Contribution Code	Service Period			Pay Code	Pay Rate	Member Earnings	Member Contribution Amount	Tax-Deferred Contribution Amount	Survivor Contribution Amount	Work Schedule
		Mth	Year	Type							
00	11	08	1998	0	04	25.000	\$25.00	\$.00	\$2.00	\$.00	400

Add
Delete
Modify

Payroll Setup

Ready

Changes have been made on the printer icon on the toolbar. When you have clicked on the printer icon, the Print Preview Utility box will appear as shown below. Here you will be able to select the number copies of the Payroll Listing to print. Your print setup button has been added to direct copies to the printer to select. After the copies have been printed, you will have to select the close button. You will notice that now a message will appear asking if you would like a copy of the summary. Again, you will notice the screen will give you the same options as the Payroll Listing.

CalPERS Payroll Reporting System

File Edit View Setup Payroll Reports Utilities Help

Listing | Payroll Summary Report | Create CalPERS Diskette

Date: 5/3/2000
Time: 9:44 AM

STATE OF CALIFORNIA
Payroll Listing for Public Employees' Retirement System
BUGGS BUNNY (2586)

Print Preview Utility

Orientation: Landscape | Paper: Default | Copies: 1 | Pages: 64 | Zoom: 100

Date: 5/3/2000
Time: 9:44 AM

STATE OF CALIFORNIA
Payroll Listing for Public Employees' Retirement System
BUGGS BUNNY (2586)
Office Code: 000

Payroll Begin Date: 02/01/2000
Payroll End Date: 02/15/2000
Payroll Service Period: 02-2000-1 (NORMAL)

Social Security Number	Member Name	Coverage Group	Service Period	Pay Code	Pay Rate	Member Earned	Member Paid Contribution	Survivor Contribution Amount	Work Sched Code
256-32-5698	BUGGS	P S	10112	02 2000 1	01	2,611.000			

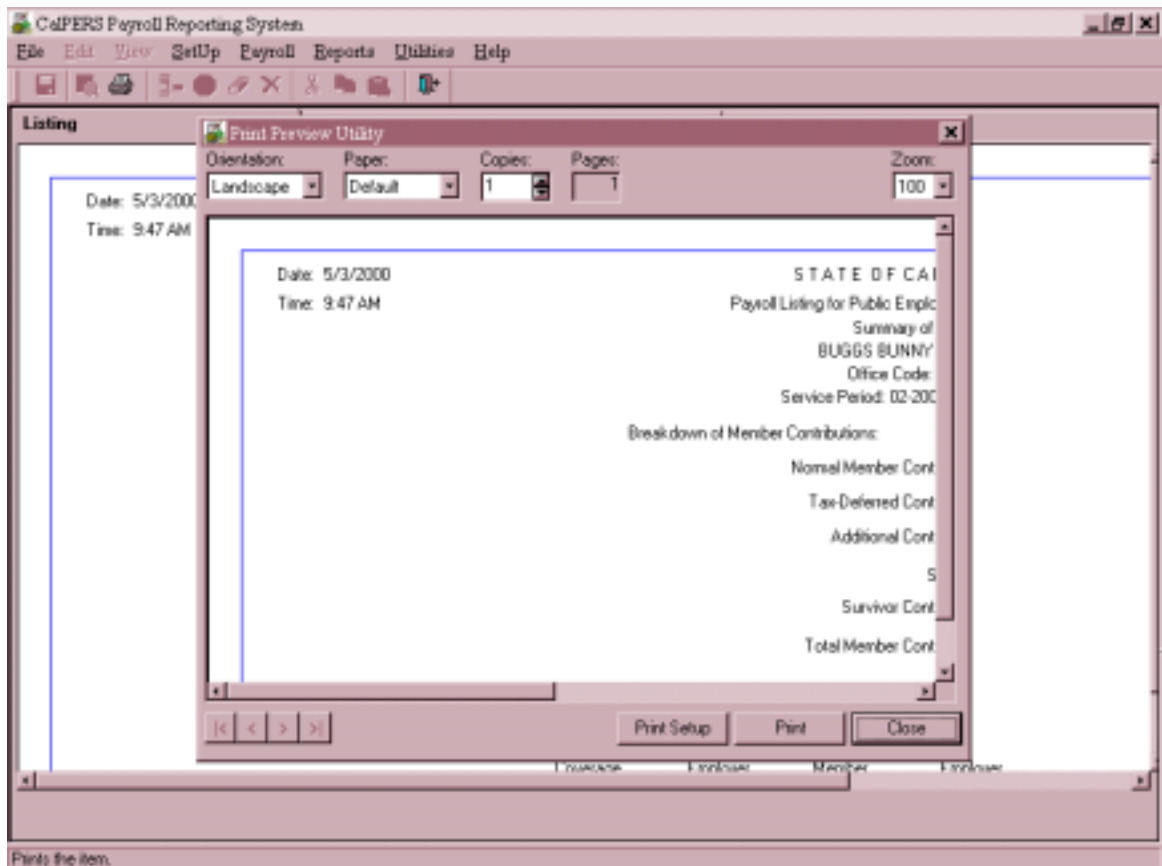
2586 BUGGS BUNNY

Page Total: 2

Member Paid Contribution Summary:

Member Paid Contribution	Survivor Contribution Amount
Normal: 0.00	0.00
Contribution: 0.00	

Print Setup | Print | Close



Ready to Create a CalPERS Diskette

Now you are ready to make a CalPERS diskette. This is on the **Report** menu, or click on **Create CalPERS Diskette**.

CalPERS Payroll Reporting System

File Edit View Setup Payroll **Reports** Utilities Help

Payroll Listing
Payroll Summary
CalPERS Diskette

Listing

Date: 3/15/1999
Time: 7:28 AM

STATE OF CALIFORNIA
Payroll Listing for Public Employees' Retirement System
CalPERS (5649)
Office Code: 000

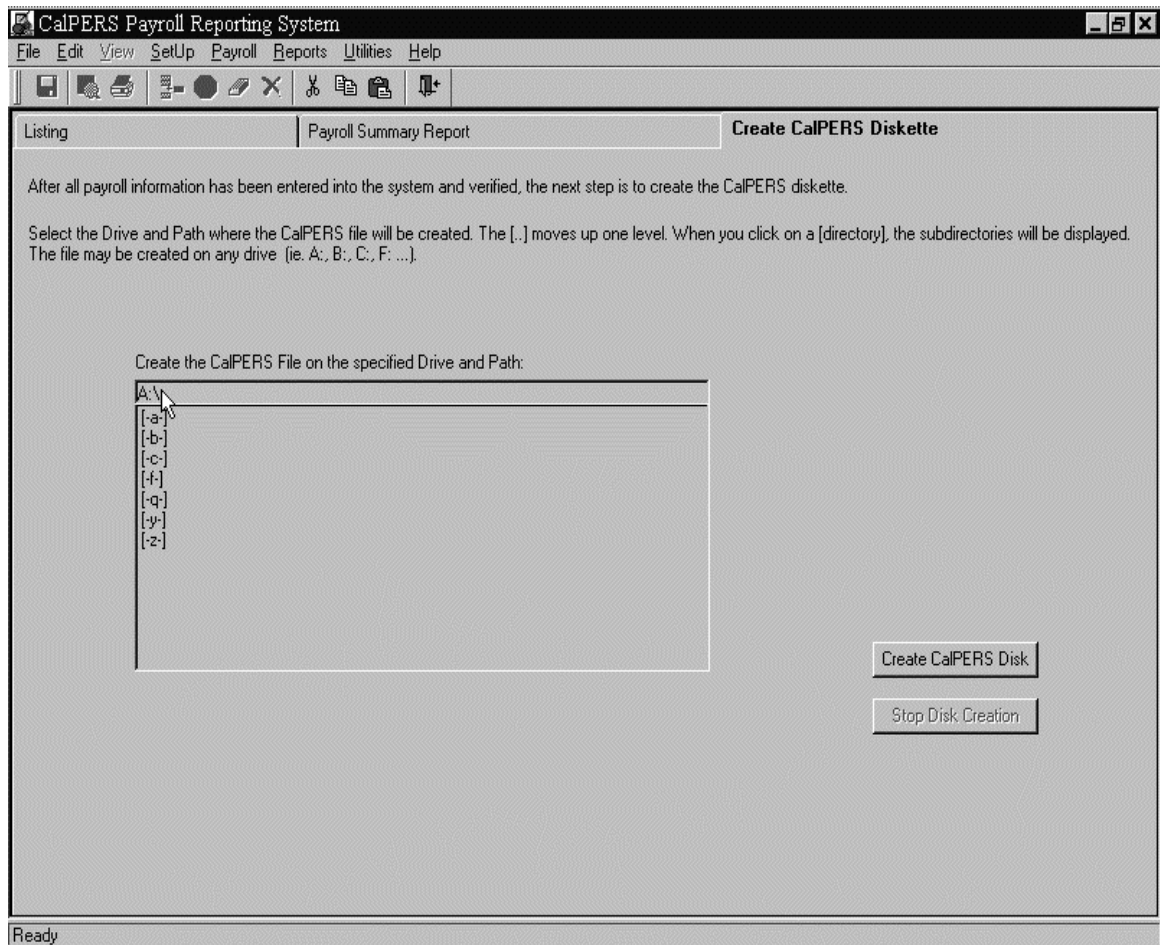
Payroll Begin Date: 08/01/1998
Payroll End Date: 08/31/1998
Payroll Service Period: 08-1998-0 (NORMAL)

Social Security Number	Member Name Last Name F M	Coverage Group	Service Period Mo Year Type	Pay Code	Pay Rate	Member Earnings	Member Paid Contribution Rate Code Amount	Survivor Contrib Amount	Work Sched Code
000-01-0000	DOE J A	12035	08 1998 0	04	25.000	25.00	0.0800 00 .00	0	400
Unit Code: 000						Total:	25.00	Normal: 0.00	0.00
						Additional Contribution:		0.00	
Grand Total:						25.00	Normal:	0.00	0.00
						Additional Contribution:		0.00	

5649 CalPERS						Member Earnings	Member Paid Contribution	Survivor Contrib Amount	
Page Total:						25.00	Normal:	0.00	0.00
						Additional Contribution:		0.00	

Ready

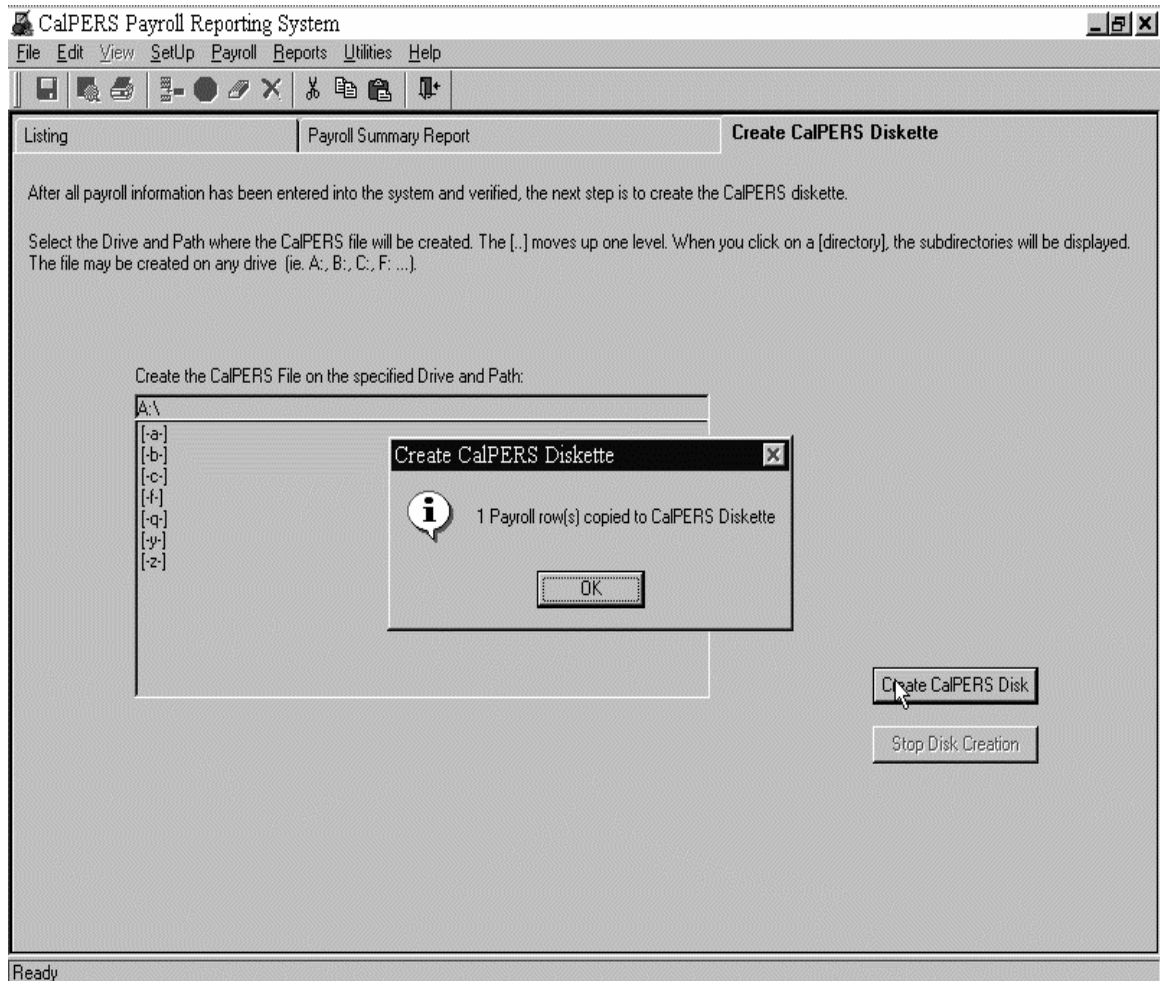
Here you will select the appropriate disk to create a CalPERS diskette. When you are ready, click on the **Create CalPERS Disk** button.



This will give you a prompt stating how many rows you have completed for your CalPERS disk.

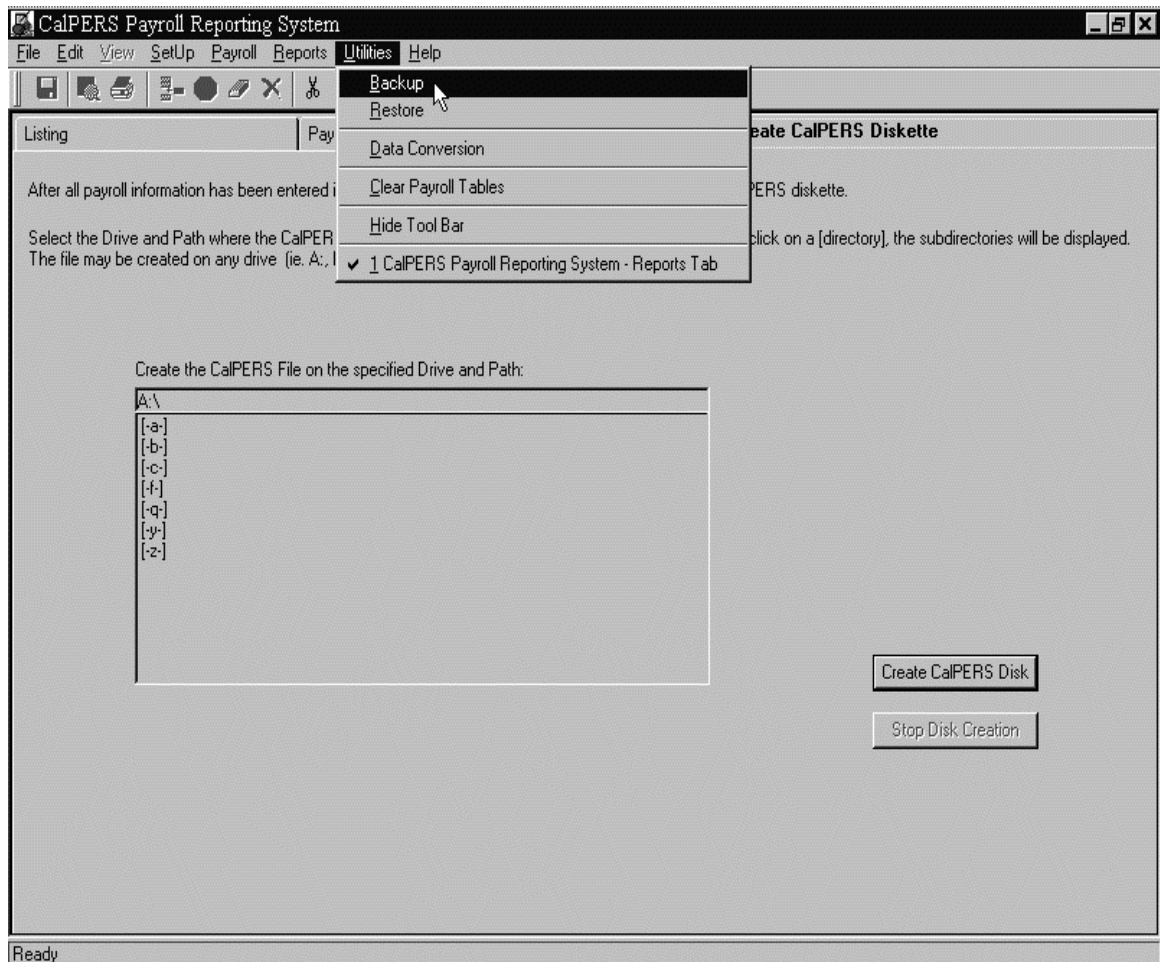
- Click **OK**.

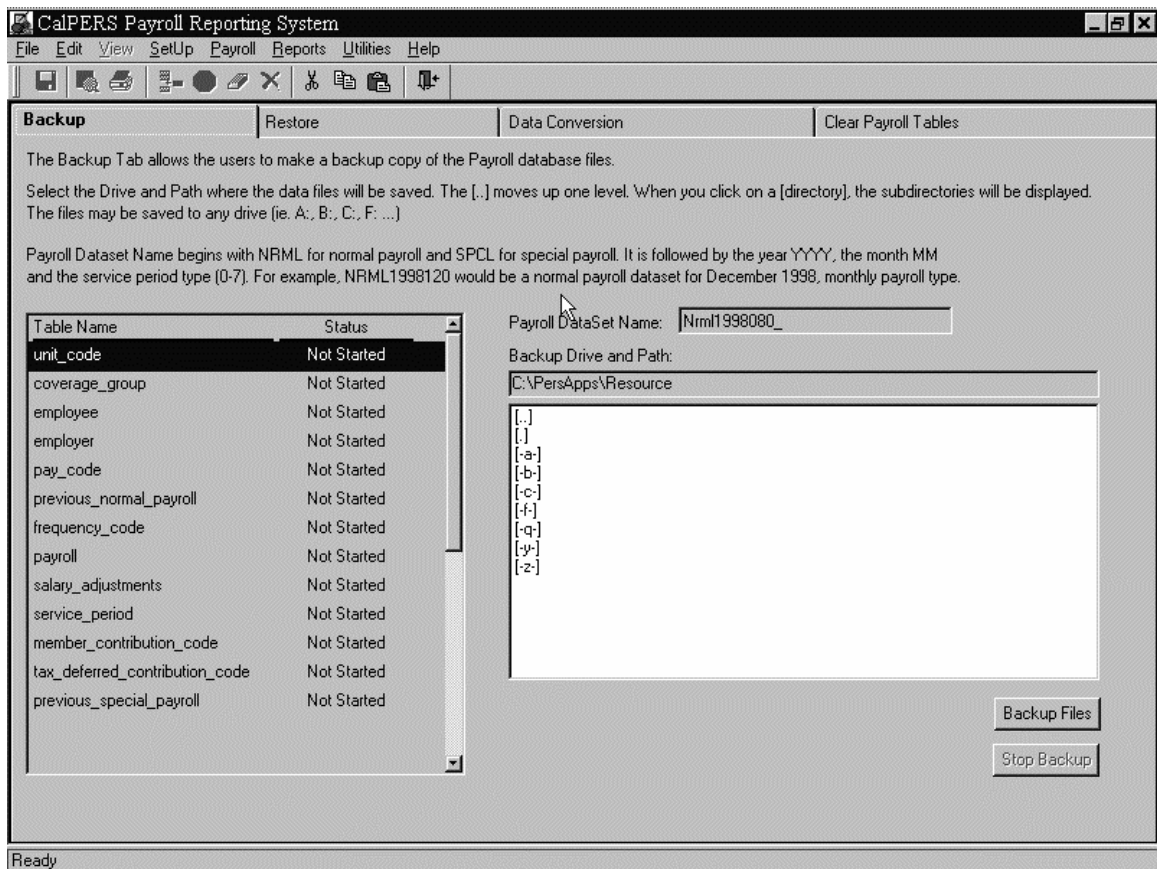
You have now completed a **CalPERS Diskette**. Next you will make a backup to keep for future reference.



This screen will allow you to make a backup of your payroll information.

- Click on the **Utilities** menu.
- Click on **Backup**.





This page will show you that you have many options to store your backup.

- Diskette
- LAN
- Hard drive (we do not recommend backing up to your hard drive because of space)

Notice that the **Payroll DataSet Name** is Nrml1998080 (This example indicates a normal payroll for the year 1998 for the month of August and the service period type is monthly.) If a service period type were a biweekly, it would show Nrml1998083 as an example.

Please note the **Payroll DataSet Name** for safekeeping. This is required to perform any restores.

CalPERS hopes you will enjoy doing your payroll on this Y2K compliant windows application. If you have any technical problems, please contact our Customer Support Center at (916) 326-3017.

This is the salary adjustment tab. Please note that Salary Adjustments will be automatically applied to all employees in the Specific Unit Code when data is saved. You will not be able to go back and change it if you make an error. You will have to restore the prior service period and start over.

The screenshot shows a window titled "CalPERS Payroll Reporting System" with a menu bar (File, Edit, View, SetUp, Payroll, Reports, Utilities, Help) and a toolbar. The "Salary Adjustment" tab is active, showing a table with columns "Unit Code and Description", "Adjustment Rate", and "Round Dollars". The table is currently empty. To the right of the table, there is instructional text: "Enter the Adjustment Rate in decimal format. Example, Unit 001 received a salary increase of 2 %. Enter 0.020 in the Adjustment Rate field. If you select YES to round dollars, this will round the PayRate to the nearest dollar." Below this text, a bold warning states: "Salary Adjustments will be automatically applied to all employees in the Specific Unit Code when the data is saved." The status bar at the bottom indicates "Ready".

Unit Code and Description	Adjustment Rate	Round Dollars
---------------------------	-----------------	---------------

Enter the Adjustment Rate in decimal format.
Example, Unit 001 received a salary increase of 2 %.
Enter 0.020 in the Adjustment Rate field.

If you select YES to round dollars, this will round the PayRate to the nearest dollar.

Salary Adjustments will be automatically applied to all employees in the Specific Unit Code when the data is saved.

Ready